



Fair Oaks Water District Job Description

POSITION TITLE: Facilities Services Technician
DEPARTMENT: Maintenance
FLSA STATUS: Non-Exempt
DIRECTLY REPORTS TO: Maintenance Supervisor
DIRECTLY SUPERVISES: N/A
Job Description Date: April 7, 2009
Annual Salary Range: \$29,600 - \$37,000

GENERAL STATEMENT OF JOB:

Under the direction of the Maintenance Administrator, performs the general cleaning and maintenance duties associated with maintaining offices and operational areas within the buildings. Assists in the stocking and maintenance of inventory; assists in field customer service and meter reading activities. Performs any other duties that may be required.

ESSENTIAL FUNCTIONS:

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge, the skills typically required and the scope of responsibility. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Cleans and maintains all District building interiors including: floors, windows, exposed office space, restrooms, copy room(s), kitchen, and other areas.
2. Performs general maintenance of District facilities keeping areas organized, safe and free of debris.
3. Maintains order and cleanliness of storage areas.
4. Assists with preparing orders for purchasing of materials and supplies, including but not limited to office and maintenance supplies.
5. Shops for miscellaneous supplies not available for delivery; stocks supplies and maintains inventory of office and cleaning supplies for all departments.
6. Expedites procurement of needed materials and supplies during emergency situations.
7. Reports needs of non-routine facility and equipment maintenance such as, but not limited to broken office furniture, broken office equipment, burnt out light bulbs, and carpet and window cleaning.
8. Assists with vehicle maintenance, inventory counting, and additional tasks as needed.
9. Assists with filing and copying as needed.
10. Assists in the billing and collection process as needed.
11. Performs Data entry as needed.
12. May work overtime as required and approved with additional compensation

13. Adheres to all policies, procedures & standards of FOWD and pertinent federal, state, local laws relating to position functions.

MINIMUM TRAINING AND EXPERIENCE:

- Intermediate knowledge of current Microsoft Office Applications.
- Knowledge of tools, equipment and materials commonly used in water utilities and general maintenance.
- Knowledge of basic bookkeeping procedures.
- Ability to add, subtract, multiply, divide; calculate decimals, ratios, percentages, and fractions rapidly and accurately.
- Ability to work with all levels of personnel in a professional manner.
- Graduation from high school or equivalent.
- Any combination of training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.

SPECIAL CERTIFICATES:

- Valid California Driver's License Class C or higher
- Fork Lift Certification

PHYSICAL REQUIREMENTS:

- Have adequate physical strength and agility for everyday warehousing activity.
- Extended periods of walking, standing and sitting.
- Use fine and gross motor coordination in using numerous maintenance, power and hand tools, and equipment and machinery.
- Travel regularly by vehicle for District related duties and activities.
- Exert considerable physical effort involving stooping/kneeling, pushing/pulling, climbing/balancing and lifting/carrying.
- Differentiate between and perceive color, sound, smell, taste, and form.
- Operate a variety of automated office machines.
- Have adequate physical strength and agility to perform cleaning duties necessary for maintaining building interiors such as mopping, vacuuming, and sweeping.
- Ability to lift at least 40 pounds.
- 20/20 sight preferred or equivalent using corrective lenses as necessary.

ENVIRONMENTAL ADAPTABILITY:

- Work both indoors and outdoors, during all types of weather.
- Exposure to cleaning supplies, solvents, dusts and other environmental elements involved in maintaining the District's cleanliness.

Fair Oaks Water District is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. District policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, nation origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful. In compliance with the American Disabilities Act, Fair Oaks Water District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective employees and incumbents to discuss potential accommodations.

I have received, read and understand the above job description.

Name (Please Print): _____

Signature: _____

Date: _____

Supervisor Name (Please Print): _____

Signature: _____

Date: _____

General Manager: Tom R. Gray _____

Signature: _____

Date: _____